**How to create workstation groups and add workstations to groups in ZCC**

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| 1. To access ZCC, open up your browser and type in the address: <http://zcc.ad.iusd.org>  **Note:** For easy access, the Zenworks Control Center (ZCC) bundle (app) is also available.    1. Open up your browser and type in the address: <http://zcc.ad.iusd.org> to access ZCC.    2. Browse to Bundle > Centralized Applications > Utilities and check box next to Zenworks Control Center (Fig1)    3. Click on Assign Bundle to Device or Assign Bundle to User on the left panel to your workstation or user, browse to your site and check option to have it appear on the desktop.    4. Right-click on the Z icon in the system tray on your computer, select Refresh (Fig2) and the ZCC shortcut will appear on your desktop (Fig3)   **Note:** If shortcut doesn’t appear, log off and on. | C:\Documents and Settings\pphan\Desktop\ZCC.png  Fig1  C:\Downloads\zcc\zenclient.png C:\Downloads\zcc\zcc shortcut.png  Fig2 Fig3 |
| 1. When the login screen appears, type in your Microsoft username and password and click on Login. |  |
| 1. Click on Devices on the left panel and browse to your site by clicking on Workstations > Elementary Schools or Middle Schools or High Schools > Site abbreviation |  |
| 1. Once you are in your site, click on New and select Workstation Group  **Note:** for the remainder of this how-to we’ll take ST (Stone Creek elementary) as example. |  |
| 1. **In step 1**: type a name (e.g., Laptops) in Group Name and give it a useful description (e.g., Laptop computers) Click on Next |  |
| 1. **In step 2**: click on Next  Note: during this step, you can click on Add and add workstations to this workstation group but we will do that after creating a workstation group. |  |
| 1. **In step 3**: Click on Define Additional Properties and click on Finish.   Note: If you need to make a change, click on Back. |  |
| 1. The Laptops workstation group denoted by the 3 computer logo will appear.  Click on Add under Members |  |
| 1. A list of workstations is displayed in the left panel under Name. We can use filters to return all workstations of interest by entering common strings surrounded by star symbols (e.g.,\*lab\*, \*lib\*, or \*lp\* for laptops as they are usually named with “LP” in the name).  Then click on the search button. |  |
| 1. Click on Select All and all laptops displayed on the left panel with appear on the right panel.  Click on OK.  **Note1**: If more than 25 matches were returned then you would have to click on down- arrow next to show 25 and select show 50 or higher number  **Note2**: click on red X to remove any device you don’t want to include |  |
| 1. All devices selected will appear under Members  **Note:** the next time you look at the members of a group, you may only see 5 devices shown. To see more just click on drop-down arrow next to show 5 and select show 25 or a higher number |  |
| 1. If you click on the Relationships tab, you can associate with a printer policy by clicking on Add under Assigned Policies, browsing to your site and selecting a printer policy.   **Important note:** unlike with ConsoleOne, you can associate a workstation or workstation group with more than one printer policy. It is recommended to only associate a workstation or workstation group with only one printer policy to avoid any conflicts. If you must associate with more than one printer policy then make sure that the policies don’t have a default printer set or a default printer is set only on one policy. |  |
| **Tip:** once you click on a workstation or workstation group, they will appear under Frequently Used section. A fast way to go back to the root of your site is to click on workstation, workstation group and then click on your site name at the top of the page |  |